



TOWN OF PELHAM

Cemetery Department

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APPROVED MEETING MINUTES

Cemetery Department

Board of Trustees

November 14, 2023 - Meeting Minutes

Called to Order: 9:00AM

Pledge of Allegiance

Lisa Wood called the roll:

Present: Tim Zelonis, Dave Provencal, Donna M. Smith, Lisa Wood, Sean Cunningham

Absent: Lance Ouellette, Richard Jensen

(Lance Ouellette was not in attendance during the roll, did enter meeting late)

Motion: By Donna Smith / Seconded by Dave Provincial made a motion to accept and approve of the October 10, 2023, meeting minutes. **All were in favor 4-0**

Motion: By Donna Smith / Seconded by Dave Provincial made a motion to accept and approve of the November 1, 2023, meeting minutes. **All were in favor 4-0**

Columbarium :

Delivery of the units have been made to the Gibson Cemetery location. They were delivered on November 8, 2023. Discussions were made for site plans and Columbarium site location. Suggested that design plans go out for bids. This will be revisited. Discussions were made for Columbarium location. The location for the development was narrowed down to two locations. Location 1: Section 7 area and Location 2: Extending the avenue at Veterans Circle.

Personnel :

Chairwoman Lisa Wood inform the board that the appointed board alternate position will be expiring December 6, 2023. She opened it up for discussions from the board.

Motion: By Dave Provencal / Seconded by Donna Smith made a motion to eliminate the need for the position of a Cemetery Board alternate position. **All were in favor 4-0 vote**

Cemetery Caretaker Foreman Report: Sean will keep the flags up in Veterans circle, they will stay flying until the Wreaths Across America ceremonies.
Employee 90-day review.

Motion: By Donna Smith / Seconded by Dave Provencal made a motion to leave public session and go into non-public at 9:48 AM.

All were in favor 4-0

Roll: Tim Zelonis, Donna M. Smith, Dave Provencal, Lisa Wood, Sean Cunningham (Lance Ouellette did not go into non-public with the Cemetery Board of Trustees.)

Motion: By Donna Smith / Seconded by Tim Zelonis made a motion to go back into public session 9:52 AM

All were in favor 4-0

Roll Call: Tim Zelonis, Dave Provencal, Donna M. Smith, Lisa Wood, Sean Cunningham, Lance Ouellette.

Open Forum Trustees:

Chairman Lisa Wood asked the board if all board members received their email from Board Selectmen Chairman, referencing a complaint letter from a Pelham resident regarding misconduct at the November 1, 2023, meeting. In addition, they all received a copy of this letter in their meeting packets. Board member Tim Zelonis apologized for his wrong use of words, and stated it was not intentional and it was a mispronunciation of a word, and it was taken out of context. It was unintentional consequences, and he apologized for this. Lisa stated to the Board that we had to be mindful of the words we are using during meetings.

Motion: By Donna Smith / Seconded by Dave Provencal made a motion to adjourn 9:55 AM.

All were in favor 4-0

Meeting was adjourned at 9:55AM.

Respectfully Submitted,

**Lisa Wood
Recording Secretary**